

Department of Administration Division of Capital Asset Management & Maintenance

Policies and Procedures for Use of State House, State House Grounds and State House Park a/k/a Station Park

The State House, together with its spacious lawns, is the primary seat of Rhode Island State government. In addition, the State House is one of the finest and most enduring architectural monuments of the American Renaissance. The adjacent "State House Park" (a/k/a Station Park) was created from a portion of the State House lawn to serve as a public open space and view corridor between the State House and downtown Providence.

The purpose of these policies and procedures is to provide standards relating to special events scheduled in the State House, on the State House grounds, or at State House Park, while protecting these valuable public resources, including the recently dedicated Garden of Heroes monument. Public safety, security and fire prevention are of paramount concern at all public or private events and functions on State property. In addition, these policies and procedures are adopted so as to allow private use of the State House and its ancillary facilities which is not detrimental to the maintenance, care and upkeep of the property. Further, these policies and procedures are intended to provide for private use of State facilities which neither interferes with normal, day-to-day activities of the Rhode Island government, nor interferes with the inherent right of Rhode Island citizens to exercise free speech and petition government for redress of grievances.

Scheduled activities must be of limited duration and compatible with the existing character of these State properties. Therefore, there is hereby stated a preference for passive, non-intrusive events. The Department of Administration reserves the right to deny access to any proposed activity that it deems may damage the State House, its adjacent grounds or other State property or otherwise interfere with normal governmental activities. Any permitted use will be by a license agreement which is subject to review and approval by the State Properties Committee.

There is a possibility that approved activities may be altered, relocated or cancelled by the Division of Capital Asset Management & Maintenance, Department of Administration with little notice due to unanticipated circumstances. All measures deemed necessary by the Rhode Island Capitol Police will be used to assure property security and decorum at the State House and adjacent grounds.

1. PERMISSION FOR USE:

- Permission for use of the State House or State House Park a/k/a "Station Park" grounds: submit written request to Sagree Sharma, Acting Director, Division of Capital Asset Management & Maintenance, Department of Administration, One Capitol Hill, Providence, RI 02908. Telephone: (401) 222-6200. Approval is subject to authorization by the State Properties Committee.

- Permission for use of the Governor's State Room: submit written request to the Governor's Office. Telephone: (401) 222-8137
- Permission for use of House Lounge: submit written request to the Speaker's Office. Telephone: (401) 222-2466
- Permission for use of Senate Lounge: submit written request to Senate President's Office. Telephone: (401) 222-6655

2. FEES:

The Applicant (a/k/a "event sponsor") shall pay the Division of Capital Asset Management & Maintenance, Department of Administration the following fees:

A. Special Event Permit Fee

Non-profit/government organizations are subject to the following event licensing fee schedule:

\$350 per event day fee for event attendance of 1-100 people.
 \$750 per event day fee for event attendance of 100-500 people.
 \$1,000 per event day fee for event attendance of 501-2500 people.
 \$1,500 per event day fee for event attendance of 2501-5000 people.
 \$2,000 per event day fee for event attendance of 5001 people or more.

The licensing fee for use of the State House and adjacent grounds includes reservation of the physical space and general overhead in conjunction therewith. In addition, a per diem charge in the amount of 25% of the event fee shall be assessed for pre-event preparation and post-event breakdown/clean-up. Event sponsors shall also be responsible for associated support services, e.g. janitorial, security, etc.

Fees for any "for profit" use shall be established on a case-by-case basis by the State Properties Committee.

B. State House Dome Lighting

The State House Dome can be lit in the color(s) of your choice. Any request to light the dome must coincide with an approved event. There are 24 lights which circle the dome. The fee is \$250.00 and covers the cost of set-up and take down as well as any material fees. All requests to light the dome must be in writing and approved by the Division of Capital Asset Management & Maintenance, Department of Administration and the Governor's Office.

C. Damage Deposit Fee

All applicants who receive authorization to use the State House or its ancillary facilities are required to post either a refundable damage deposit or property/landscape damage bond in the following amounts:

\$1,000 for Event Attendance 1-100 people.
\$2,500 for Event Attendance 101-500 people.
\$5,000 for Event Attendance 501-1000 people.
\$10,000 for Event Attendance over 1,000 people.

Damage deposits and property/landscape bond requirements for any "for profit" use shall be established on a case-by-case basis by the State Properties Committee.

The Division of Capital Asset Management & Maintenance, Department of Administration, in its sole discretion, shall determine the extent of any damage caused by an event, the requisite restoration necessary to correct said damage and the amount of money to be charged against the event sponsor's damage deposit or property/landscape insurance.

D. Fire Safety

In accordance with Rhode Island General Law Section 23-28.6-5, the Providence Fire Marshal must determine if a uniformed fire fighter will be required at any given public/private event. It is the responsibility of the Applicant to notify the Providence Fire Marshal in a timely fashion of the event. The Applicant must provide the Division of Capital Asset Management & Maintenance, Department of Administration with a verification of the Fire Marshal's decision and requirements no later than seven (7) days prior to the scheduled event. The Applicant shall be billed directly by the fire department if its services are required.

E. Deposit

A deposit of 50% of the licensing fee is required to secure a date for use of the State House, State House grounds or ancillary facilities. The balance of the licensing fee and the damage deposit must be provided 45 days prior to the event date. The deposit to secure the State House grounds is refundable if written cancellation is received from the Applicant thirty (30) days prior to the date of the event date. Payment is to be made by certified check or money order payable to the Division of Capital Asset Management & Maintenance, Department of Administration. A separate certified check for the damage deposit must be provided. Should the Division of Capital Asset Management & Maintenance, Department of Administration or Rhode Island Capitol Police cancel any event, the Applicant is entitled to the return of the deposit as full liquidated damages.

F. Insurance

The Applicant must submit all Certificates of Insurance to Division of Capital Asset Management & Maintenance, Department of Administration event prior to the scheduled meeting of the State Properties Committee. The following minimum general liability

insurance requirements are required for all events or functions in the State House or its adjacent grounds:

Minimum Insurance Requirements

The Applicant must provide an insurance certificate to the Division of Capital Asset Management & Maintenance, Department of Administration at least 10 business days prior to the scheduled event in an amount that meets or exceeds the following coverage and provisions:

1. **Commercial General Liability:** \$1,000,000 combined single limit per occurrence of bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If general aggregate is used, the general aggregate limit shall apply to the project or the general aggregate limit shall be twice the occurrence limit. Higher limits may be necessary for more hazardous exposures (i.e.: sporting events, concerts). Insurance guidelines for more hazardous exposures shall be referred to the State Risk Manager. If alcohol beverages are served, but not sold, then host liquor liability coverage must be included within the Commercial General Liability coverage.
2. **Workers Compensation and Employers Liability:** Statutory coverage in compliance with the Compensation Laws of the State of Rhode Island and Providence Plantations. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee.

Required Insurance Provisions

3. The State of Rhode Island and Providence Plantations, its officers, officials, employees, and agents shall be named as "**Additional Insureds.**" The coverage shall contain no special limitations on the scope of protections afforded the State.
4. The Applicant shall assume any and all deductibles in the described policies.
5. The Applicant's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage. The policy must state "**Coverage is primary and non-contributory. Waiver of subrogation in favor of the State of RI.**"
6. Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the State.

7. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty days prior written notice by certified mail, has been given to the State of Rhode Island.
8. "Claims made" coverage is unacceptable with the exception of Professional Liability. All coverage is to be written on an "Occurrence" policy form.
9. Events and fundraisers involving state and local government and groups representing the arts, education, health and other causes are permitted. Private affairs, e.g., wedding ceremonies, wedding receptions, graduations, proms, birthday parties, holiday parties, retirement parties, etc., are not permitted.
10. Applicants must identify a contact person (or persons) for the event who will be on site during set up, operation and breakdown/clean-up of the event. The contact person (or persons) must have a cell phone and its number(s) must be provided to the Division of Capital Asset Management & Maintenance, Department of Administration in writing.
11. **HISTORICAL PRESERVATION:** The State House and State House Grounds are registered historical places, subject to the review of the State of Rhode Island Historical Preservation and Heritage Commission. No structural or cosmetic changes to the interior or exterior of the property shall be permitted by the Applicant
12. Applicants must remove all trash from the grounds after the event. The use of any dumpster on site is prohibited without prior written permission of the Division of Capital Asset Management & Maintenance, Department of Administration.
13. Use of the State House grounds is restricted to the area designated by the Division of Capital Asset Management & Maintenance, Department of Administration in the application approval and the three adjacent brick walkways. No vehicles are allowed on the lawn, plazas or walkways. Parking is only allowed in designated parking lots or on the street, as permitted by law.
14. Applicant and/or its designated contact person must attend a meeting with personnel from the Division of Capital Asset Management & Maintenance, Department of Administration prior to the event to review the details of its event and the within rules and procedures.
15. Distilled beverages can neither be sold, nor served in the State House, on the State House grounds. Beer and wine may be served, but not sold, in the State House and the State House grounds. Distilled beverages may be sold or served at the State House Park. Event sponsors shall be solely responsible for all necessary licenses and permits for the sale or serving of alcoholic beverages. A Certificate of Insurance for Host Liquor Liability Coverage is required whenever alcoholic beverages are sold or served.

16. Food, beverages, arts, crafts and souvenirs are not permitted to be sold in the State House or on the State House grounds except by licensees who have received prior State Properties Committee approval to do so.
17. Deliveries for functions must be coordinated with the State House Building Superintendent, telephone: (401) 222-6200 and with the Rhode Island Capitol Police Chief, telephone: (401) 222-3077.
18. **TENTS:** For licensed events on the State House grounds tents are permitted only adjacent to the three walkways. The tents adjacent to the walkways cannot exceed 150 square feet. The three walkways lead from the south plaza to Francis Street. The middle walkway shall be designated for limited vehicle access; vehicles are not permitted on the outer walkways. A schematic showing the location, size, and number of tents must be submitted and approved by the Division of Capital Asset Management & Maintenance thirty (30) days prior to the event. No stakes or in-ground fasteners can be used to set up tents. A permit for the use of a tent must be obtained from the Providence Fire Department. When a tent is used it must be inspected and approved by the State Fire Marshal in a timely fashion of the event. The Applicant must provide the Division of Capital Asset Management & Maintenance with a verification of the Fire Marshal's approval and requirements no later than seven (7) days prior to the scheduled event. The Applicant shall be billed directly by the Providence Fire Department for its services.
19. Vehicle traffic of any kind is prohibited on the State House lawns and State House Park.
20. The number of portable restrooms needed for an event and their siting location(s) will be established by the Division of Capital Asset Management and paid for by the Applicant. Portable restrooms shall not be sited on grassed areas. Delivery of portable restrooms must be coordinated with the State House Building Superintendent, telephone: (401) 222-6200 and with the Rhode Island Capitol Police Chief, telephone: (401) 222-3077.
21. Overnight sleep-outs on the State House grounds are prohibited.
22. **NOISE LEVELS:** The Capitol Police shall monitor the use of electronic sound systems to be used on the grounds for any event. The Capitol Police reserve the right to discontinue the use of sound systems if it is determined that said use constitutes a nuisance to the surrounding area.
23. The State House is not a function hall. The State House does not have a staff available to coordinate functions. The Applicant shall provide all services necessary for its licensed event.
24. Valet parking is permitted.
25. Functions are limited to the first and second floors of the State House.

26. Function set-ups must not block State House doorways, staircases or corridors.
27. Any questions concerning of the within State House policies and procedures for use of the State House and its adjacent grounds should be directed to the Division of Capital Asset Management & Maintenance, Department of Administration at (401) 222-6200.
28. Users must arrange for any caterer services, tables, chairs, linens, coat racks, extension cords and lighting required for an event. Kitchen facilities are not available. No state-owned equipment will be made available to the user.
29. Users who need electricians, carpenters, plumbers, etc. must use State vendors and pay them directly for their services.
30. Open flames, including but not limited to candles, are prohibited within the State House or on the State House grounds without approval by the Division of Capital Asset Management & Maintenance.
31. Balloons are prohibited within the State House.
32. No smoking is allowed in State buildings. Attendees, who leave the function for any purpose, including smoking, will be subject to screening at the security checkpoint upon reentry.
33. Event signage is limited to bulletin boards and easels. Users of the State House Rotunda are not allowed to hang anything on the walls or banisters, including banners of any kind.
34. Handheld signs on sticks are prohibited anywhere in the State House.
35. The State of Rhode Island does not assume responsibility for any property brought to the State House for any function.
36. All function related equipment and materials must be removed by the end of the event. No overnight storage is permitted without prior written approval of the Division of Capital Asset Management & Maintenance.
37. Functions must conclude by 12:00 midnight unless prior written approval is granted by the Division of Capital Asset Management & Maintenance. Caterers and others must be off the premises by 1:00 a.m.
38. Deliveries for functions must be coordinated with the State House Building Superintendent, telephone: (401) 222-2479 and with the Rhode Island Capitol Police Chief, telephone: (401) 222-3077.

39. **Governor's State Room, House Lounge and Senate Lounge:** Rental of the State House Rotunda does not authorize access or use of the Governor's State Room, the House Lounge or the Senate Lounge. Any use of those areas must be authorized in accordance with paragraph 1 herein.
40. **SECURITY:** The Rhode Island Capitol Police have authority and discretion to stop any function/event if security or safety concerns arise. Metal detectors and twenty-four (24) hour surveillance cameras are in place. Due to the varying types and circumstances of events, the exact number of security personnel and/or Capitol Police will be determined on a case by case basis by the Chief of the Rhode Island Capitol Police and the Division of Capital Asset Management & Maintenance, Department of Administration. Circumstances that may affect the security personnel required include but are not limited to: size of event, whether beer and/or wine are served, any special security issues at the State House, and the nationwide terrorist threat alert level. The sponsoring organization shall be primarily responsible for payment of all fees, costs assessed by the Capitol Police for event security personnel.

The following are additional security requirements:

- Attendees of the State House during and after regular business hours are required to enter and exit through set checkpoints staffed by security personnel.
 - Attendees of State House during and after regular business hours must submit to security screening of themselves and their personal affects.
 - Attendees of after-hours functions are limited to physical space in which the function is reserved. Attendees may not leave the designated function space unless exiting the facility. Attendees touring the facility or in otherwise restricted areas will be escorted from the grounds. Any attendee who purposely or inadvertently compromises the security or safety of the building or occupants will be removed from the function and subject to prosecution.
41. **State House Park/a/k/a "Station Park":** State House Park is that certain area of open space located in the City of Providence situated between Gaspee Street, Francis Street, American Express Plaza and the Amtrak Station. A portion of State House Park is owned by the National Railroad Passenger Corporation (Amtrak). Any use of State House Park is subject to the terms and provisions of the "License Agreement" between Amtrak and the State which sets forth use restrictions and insurance requirements for the "Railroad Corridor" portion of State House Park. Thus, all event sponsors must abide by the terms and conditions of the State's License Agreement with Amtrak for that area of the State House Park that overlies the Amtrak rail corridor, including, but not limited to, the liability insurance and


indemnity requirements stated therein. The sponsoring organization shall be responsible for payment of all fees and costs assessed by Amtrak for event review and security personnel.

Because of the State's investment in the rehabilitation of the State House Park/a/k/a "Station Park" property's irrigation system and turf all event sponsors must ensure that the grounds and infrastructure are not damaged beyond normal wear and tear. Therefore, in addition to all other restrictions on use stated herein, the following rules shall apply:

- Sponsors of any licensed event held at the State House Park shall be required to post a property/landscape bond, or other security of equal value, separate and apart from any damage deposit required in Section 2 (B) hereof, in the amount of One Hundred Thousand Dollars (\$100,000) to guarantee payment for any restorative work required to be done as a result of damage caused to the State House Park's turf, irrigation and drainage systems, utility structures, trees or ornamental structures during the licensed event. Division of Capital Asset Management & Maintenance, Department of Administration, in its sole discretion, shall determine the extent of any damage caused by an event, the requisite restoration necessary to correct said damage and the amount of money to be charged against the event sponsor's damage deposit and or bond/security.
- Tents and other portable structures (such as concession booths, trailers, etc.) to be used during licensed events shall be no larger than 150 sq. ft. in size; provided, however, that one or more tents of a size no larger than 110' x 30' may be placed in the unimproved area of State House Park between American Express Plaza and the Railroad Corridor. A schematic showing the proposed location, size, and number of tents and other portable structures must be submitted and approved by the Division of Capital Asset Management & Maintenance, Department of Administration thirty (30) days prior to the event. No stakes or in-ground fasteners shall be used to set up tents. A permit for the use of tents must be obtained from the Providence Fire Department. All tents must be inspected and approved by the State Fire Marshal prior to the start of the event. The Applicant must provide the Division of Capital Asset Management & Maintenance, Department of Administration with a verification of the Fire Marshal's approval and requirements no later than seven (7) days prior to the scheduled event. The Applicant shall be billed directly by the Providence Fire Department for its services.
- No pyrotechnic devices or displays of any type are permitted at licensed events at State House Park.
- No animals of any breed or type are permitted to be kept, shown, displayed or utilized in conjunction with licensed events at State House Park.

- No motorized vehicles of any type or size (with the exception of police, fire and medical rescue vehicles) are permitted onto the State House Park at any time or for any reason.

42. The Department of Administration reserves the right to amend these Policies and Procedures from time to time, as necessary.



James E. Thorsen
Director
Department of Administration



Date